



AUTHORIZED DRIVER'S LICENSE CERTIFICATION FORM
For Non-New York State Residents (or those who hold a license from outside of New York State)

Persons authorized by a University-affiliated entity to drive University-owned vehicles for UB-related business are subject to ongoing verification of their driving privileges. Non-New York State residents or those who hold a driver's license from outside of NY State who drive University-owned vehicles are required certify their driving record using this form.

Should there be an event that changes the driver's status resulting in the license being suspended or revoked, the employee is responsible for notify HR immediately and refrain from driving until the license is returned to valid status.

I certify that I am in possession of a valid and current U.S. (outside of New York), Canadian, or foreign driver's license and at least 18 years of age. I further certify that:

- I have not been convicted of any violation involving the use of alcohol or drinking or drugs while operating a motor vehicle during the past 36-month period.
- I have not been convicted of more than three moving Vehicle and Traffic Law violations during the past 12-month period.
- I have not been involved in two or more accidents that resulted in a conviction from violating a provision of the law that contributed to an accident during the past 24-month period.
- I have not been convicted of reckless driving in the past 36-month period.
- I have not been convicted of leaving the scene of an accident or failure to report an accident during the past 36-month period.
- I have not been convicted of vehicular assault.
- I have not been convicted of vehicle manslaughter.

My signature below certifies that I am a driver in good standing, as defined above, and will abide by all New York State Vehicle and Traffic Laws. **I will report any license revocation/ suspension/ expiration/ restrictions to my supervisor within one business day.** I understand that should I become a New York State resident, I must obtain a New York State driver's license within 30 days after becoming a resident, must notify my supervisor of such change, and I will then be enrolled in the New York State License Event Notification Service (LENS).

Employee Name *(please print legibly)*

Employee Signature

Date